

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

October 21, 1994

ALL-COUNTY LETTER NO. 94-89

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY MENTAL HEALTH DIRECTORS
ALL COUNTY PROBATION OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
☐ Federal Law or Regulation Change
☐ Court Order or Settlement Agreement
☐ Clarification Requested by One or More Counties
☒ Initiated by CDSS

SUBJECT: EMERGENCY ASSISTANCE - STATEWIDE TRACKING SYSTEM (Assistance to Children in Emergency, or ACE)

REFERENCES: ACL 93-64, ACIN I-37-93, ACIN I-41-93, ACL 94-27, ACL 94-35,
ACIN I-16-94, ACIN I-18-94, CFL 93/94-04, CFL 93/94-12,
CFL 93/94-13, CFL 93/94-17, CFL 93/94-20, CFL 93/94-21,
CFL 93/94-24, CFL 93/94-25, CFL 93/94-40

This letter provides information regarding implementation of the new statewide automated tracking system for the Emergency Assistance (EA) program, known as the Assistance to Children in Emergency (ACE) system. This information was provided to counties as part of the ACE training that took place during the first two weeks of September, 1994. The ACE database contains records for individuals for whom EA has been authorized. The ACE became operational on September 19, 1994.

Emergency Assistance Overview

EA is a federally funded program under Title IV-A of the Social Security Act. Under the provisions of the Act, Federal Financial Participation (FFP) is available to provide assistance to children in emergencies. The Act allows individual states significant latitude in establishing eligibility conditions and administrative standards for EA. The standards and conditions applicable to California are contained in the State Title IV-A Plan.

The EA program allows the pass-through of federal funds to provide services to a child experiencing an EA emergency as defined in California's Title IV-A State Plan. Individual components of the EA program provide assistance and services in the areas of Probation and Child Welfare Services (CWS). The Probation component of EA was implemented on July 1, 1993. The CWS component was implemented on September 1, 1993. Further expansion of EA into other areas is anticipated.

County Workers (CWs) in County Probation Departments (CPDs) and County Welfare Departments (CWDs) must take an EA application for every child experiencing an EA emergency. Eligibility Worker (EW) staff at the CWDs process applications and determine eligibility. Since EA eligibility is limited to a single episode within a period of 12 consecutive months, it is necessary to determine whether EA has previously been authorized on behalf of the applicant child.

EA Program Changes

Some elements of the EA program have been modified and other provisions clarified. These clarifications and modifications became effective with ACE implementation. An All-County Letter specifying these changes will be issued by the CDSS.

ACE Implementation Timeline

Specific instructions on using the ACE system, including instructions on interpreting the screens, are contained in ATTACHMENT 1.

Implementation proceeded as follows:

- o The ACE system was usable for testing and training purposes only from September 6, 1994 through September 16, 1994. The existing List of Emergency Assistance Participants (LEAPS) database was converted to ACE for this purpose during the weekend of September 3, 1994.
- o Counties continued to use LEAPS as the EA tracking system until operational implementation of ACE:
 - For counties using "disk" or "FAX" access to LEAPS, counties ceased using LEAPS after close of business on September 9, 1994.
 - For counties using "modem" access to LEAPS, counties ceased using LEAPS after close of business on September 15, 1994.
 - The LEAPS database was again converted to ACE during the weekend of September 17, 1994. On September 19, 1994, ACE became operational.

ACE Implementation Overview

The following is provided as an overview of the ACE system. Please find attached the ACE Handbook that should be used as the definitive resource to obtain operational instructions.

The ACE system will allow counties to use on-line entry through a computer terminal to create records and access a database showing records for EA actions. The ACE resides on the Medi-Cal Eligibility and Data System (MEDS) network. At this time, ACE will not support modification through batch processing, but enhancement of the system is planned to add this capability. Reports will be generated on a monthly basis.

Review for Existing ACE Record

As part of application review, the EW will access ACE to determine whether EA has been authorized on behalf of the applicant child in the last 12 months. This is done by comparing the ACE Not to Exceed (NTE) date from any existing record to the date of potential EA authorization based on the pending application.

<u>IF</u>	<u>AND</u>	<u>THEN EW MUST</u>
No match on ACE for record showing EA authorization	-----	Process EA application as otherwise eligible. Print ACE screen and file in eligibility file.
Multiple matches with any data element	-----	Research possible matches. Document research, print screen and file.
Match with child's Social Security Number (SSN) or MEDS psuedo-number	-----	Treat as existing record. GO TO <u>Action on Existing ACE Record.</u>
No match with child's SSN or MEDS psuedo-number	Match with child's NAME and Date of Birth (DOB)	Treat as existing record. GO TO <u>Action on Existing ACE Record.</u>
No match with child's NAME and DOB	Other match only (i.e., Head of Household SSN, CASE NBR or OTHER ID)	Research possible match. Document research, print screen and file.

Action on Existing ACE Record

<u>IF</u>	<u>AND</u>	<u>THEN EW MUST</u>
Existing ACE record showing EA authorization	ACE NTE date <u>precedes</u> date of potential authorization for pending EA application	Process as otherwise eligible. Print screen and file.

Existing ACE record
showing EA authorization

ACE NTE is the same
or later than date
of potential
authorization for
pending EA application

GO TO Action on
Current or Future
NTE Date

Action on Current or Future NTE Date

IF

AND

THEN

Child ineligible for EA

Deny application. Print ACE
screen and file.

Prior EA episode to be
abated

Child otherwise
eligible for EA

Process abatement.
Approve application, print
screen and file.

Prior EA episode not to be
abated

Child otherwise
eligible, but
NTE date will
occur before 30th
calendar day after
application.

Approve application
after NTE date has
expired. Print
screen and file.

Prior EA episode not to be
abated

Child otherwise
eligible, but NTE date
will occur on or after
30th calendar day
after application.

Deny application.
Print screen and
file.

Creation and Modification of ACE Records

When the EW receives an EA application, the applicable ACE record must be created and/or modified as needed.

IF

AND

THEN CWD MUST

Pending EA application

No ACE record

Create pending record.

ACE pending record

EA to be authorized

Modify ACE pending record to
show authorization (i.e.,
add AUTH DT and PGM TYPE
data elements).

ACE pending record

EA to be denied

Delete pending record.

ACE authorization
record with date of
authorization shown

EA episode to be
abated

Modify record
to show abatement
(i.e., add ABATE DT data
element).

LEAPS Statewide EA Tracking System

The County of Los Angeles maintained the LEAPS statewide tracking system used until September 15, 1994. Existing LEAPS records were then converted to ACE records. Former LEAPS records differ from records produced directly on ACE:

- o The ACE AUTH DT (Authorization Date), ACE PGM TYPE (Program Type) and OTHER PROGRAMS data elements do not appear in a former LEAPS record. LEAPS did not include these elements.
- o The LEAPS NTE date was determined by using two different rules, both of which differ from the ACE rule. The ACE NTE date is calculated by adding 12 months to the date of EA authorization. This calculation is done automatically by ACE based on the AUTH DT entered - counties do not themselves calculate or add in this data element. Counties should be aware that this AUTH DT, once entered, cannot be changed via the ACE CHANGE function.

- For EA cases with application prior to April 1, 1994, the LEAPS NTE date was calculated by adding 6 months to the date of the applicant child's removal from the home. Counties should retain LEAPS documents for these cases so that the correct NTE date can be documented.

This use of the NTE date reflected the last date for which services could be provided rather than the last date of the 12-month EA eligibility period. ACE will correct the NTE date for former LEAPS records converted to ACE.

- For EA cases with application on or after April 1, 1994, the LEAPS NTE date was calculated by adding 12 months to the date the EA application was signed.

Social Security Numbers

It is state policy that each child receiving EA assistance and/or services have an SSN unless the child is undocumented. Based on this policy, applications for children who do not have SSNs and who are not undocumented must be authorized presumptively. This means that counties are precluded from claiming FFP for these types of cases until an SSN is obtained and a final eligibility determination is made. It is of further importance to note that all psuedo numbers used to enter a child's information on the ACE tracking system must be replaced by the actual SSN once it is obtained.

Although having an SSN is not an EA eligibility requirement, it is a "condition of eligibility" based on the fact that it is used as the unique identifier to determine whether a family has been authorized to receive EA assistance and/or services in the past twelve months.

System Security

ACE uses some of the same security levels as MEDS. Four levels of security are used:

- o The basic level of ACE security allows inquiry capability (MEDS level 3). This includes anyone authorized to access MEDS.
- o The second level of ACE security allows creation and modification of ACE records (MEDS level 38).
- o The third level of ACE security allows deletion of ACE records (MEDS level 39).
- o The highest level of ACE security allows authorization of abatements (MEDS level 40).

To obtain MEDS access, the county MEDS Security Officer or MEDS Coordinator must submit a form MED 041 through MEDS EMC2 (MEDS electronic mail) to the California Department of Health Services (CDHS).

Training and Technical Assistance

The CDSS conducted training on the ACE system in early September 1994. All-County Information Notice I-29-94, dated August 30, 1994, provided details regarding this training. Training involved an explanation of the system, instructions on using the screens and an opportunity to ask questions. The All-County Letter showing the concurrent EA program changes was available at the training sessions. The training was scheduled in cooperation with the California Welfare Directors' Association (CWDA) within its five regional groups, the Northern Counties, the Mountain/Valley Counties, the Bay Area Counties, the Valley Counties and the Southern Counties groups.

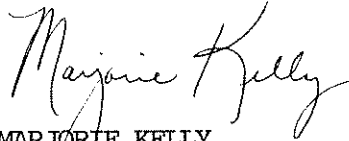
Technical assistance is available through your EA program analyst. Please contact the Child Welfare Services Bureau at (916) 445-2890 for details.

ACE Equipment Acquisition

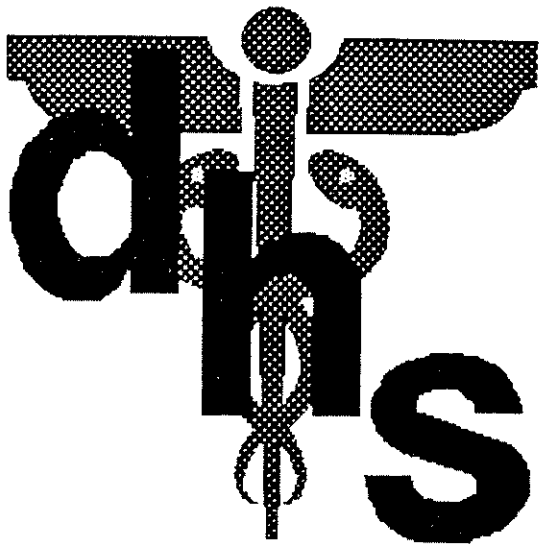
Acquisition of equipment to be used for ACE and establishment of access to the MEDS network for purposes of using ACE are governed by rules established by the CDSS and the CDHS. The financial arrangements for payment for equipment and access are governed by the provisions of any current or future Memorandums of Understanding (MOUs) between the CDSS and the county consortiums responsible for EA operations. The CDSS is working to establish an appropriate mechanism to allow counties to acquire equipment. Such a process must also allow the CDSS to bill counties for the applicable charges for equipment and system usage. Please contact your EA analyst for details.

Questions and Concerns

Questions and concerns regarding the EA program in general, EA program issues as they relate to ACE, issues regarding the ACE system itself or this letter in general, should be addressed to Nancy Stone, Manager of the Emergency Assistance Unit, Child Welfare Services Bureau at (916) 445-2890.



MARJORIE KELLY
Deputy Director
Children and Family Services Division



**State of California
Health & Welfare Agency**

**Assistance to Children in
Emergency (ACE) System
User's Manual**

**Prepared By The
Department of Health Services
Data Systems Branch**

(Draft)

August 17, 1994

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INTRODUCTION

PURPOSE:

The Department of Social Services (DSS) Children's Services Branch formed an interagency agreement with the Department of Health Services (DHS) Data Systems Branch (DSB) to create a database tracking system for the Emergency Assistance (EA) program, which is federally funded under Title IV-A of the Social Security Act. In order to meet federal requirements to qualify for funds, EA must track children who have either received Emergency Assistance or have a pending application and ensure that assistance is only given once during a 12 month period. As a result of that agreement, DHS developed the Assistance to Children in Emergency (ACE) system under the Medi-Cal Eligibility Data System (MEDS) network. The ACE system will provide EA with the capability to track these children and to find out whether or not they are currently receiving assistance. Information from ACE, along with information from the case file, will be used to determine if a child is eligible for another period of emergency assistance.

GENERAL DESIGN:


After logging onto the MEDS system, the user will execute the program that displays the ACE system main menu screen. The user will then enter an option to add, abate, change, delete, or inquiry database records or to quit the program. Adds, abatements, changes, and deletions will only be allowed if the user is authorized for that type of transaction. Also, abatements, changes, and deletions will only be allowed by the county that originally added the record to the database.

Before a new record can be added to the database, three file clearance matches will be accomplished to see if a record for the child already exists on the system. The first match will be an exact match by the child's social security number (SSN). The second match will be an exact match by the child's name and date of birth (DOB). The third match will be a partial match using the first 5 characters of the child's last name, the first 3 characters of the child's first name, and the DOB year (plus or minus 2 years).

Once a record has been added to the database, the system will allow the record to be abated, certain fields to be changed, the entire record to be deleted, or an inquiry to be made based on several different data fields. An existing record can be found by entering the child's SSN, case number, other identifier (probation number, etc.), child's name and DOB, or the Head of Household's (HOH) SSN.

If an exact match is found for any of the options, the record will be displayed on the appropriate screen. If only possible matches are found, a list of the records will be displayed. Depending on the option originally selected on the main menu, the user will then be able to add, abate, change, delete or inquiry the found record(s).

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When possible matches are found, the user must determine if any of the records actually belong to the child. If the user determines that the records do not belong to the child and the child is eligible for EA, the system will allow a new record to be added to the database.

The status of the found record(s) can be:

1. Not expired. The record has a not to exceed date that has not expired. The child is currently receiving assistance, so a new period of assistance cannot be added unless the first period is abated.
2. Expired. The not to exceed date has expired. The 12 month eligibility period is over, so a new period can be added.
3. Abated. The not to exceed date has not expired, but an abatement date has been entered. When an EA episode has been abated, another episode can be authorized. An abatement occurs when a child is currently authorized to receive EA and the episode is removed early in order to start a new 12 month eligibility period. To abate the first EA episode, the record is updated with an abatement date.
4. Pending. An application has been entered into the system, but it has not been authorized (the authorization date and not to exceed dates are blank). Only the county that originally entered the record will be allowed to update it with an authorization date to establish the EA episode. The record must be expired, abated, or deleted before another county can add a new record. Monthly reports will reflect any pending applications that have not been authorized.

If a matching record is found and a new EA episode is added, the information for the previous EA episode is moved to the history file and a new record is created. Expired records will also be moved to the history file 12 months after the not to exceed date. Pending records will be moved to the history file 13 months after the application date. These historical records are presently not accessible to the user.

MAIN MENU

ACEM	ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)	XXXX	MM/DD/YY
	MAIN MENU		HH:MM:SS
ENTER OPTION: A	A = ADD RECORD	(ENTER CHILD SSN OR NAME AND DOB)	
	E = ABATE RECORD	(ENTER ANY FIELD)	
	C = CHANGE RECORD	(ENTER ANY FIELD)	
	D = DELETE RECORD	(ENTER ANY FIELD)	
	I = INQUIRY	(ENTER ANY FIELD)	
	Q = QUIT		
CHILD SSN:	999 - 99 - 999X		
CHILD NAME:	AAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAA A		
	LAST	FIRST	MI
CHILD DOB:	MM/DD/YYYY (MM DD YYYY)		
HOH SSN:	999 - 99 - 9999		
CASE NBR:	99 - XX - XXXXXXXX - X - XX		
OTHER ID:	XXXXXXXXXX		

After logging into the MEDS system, the ACE program can be accessed by entering ACEM at the prompt. The ACE 'MAIN MENU' screen will be displayed and the cursor will be placed at the **OPTION** field. From the 'MAIN MENU', you will have the option to add a new record, abate a current episode of emergency assistance, change or delete an existing record, perform an inquiry, or quit the ACE program.

If option 'A' is selected, only the **child's social security number (SSN)** or the **child's name and data of birth (DOB)** must be entered. Up to three comparisons will be done to see if the child already has an existing record on the database. The first comparison will be by the child's SSN, the second comparison will be by the child's name and DOB, and the third comparison will be by part of the child's name and DOB.

If options 'B', 'C', 'D', or 'I' are selected, any field can be used to find a record, except the child's DOB. The child's DOB must be used in conjunction with the child's name. Several comparisons will be made to locate an existing record depending on what data is entered.

The comparisons described above can result in finding one exact match, one or more possible matches, or no match at all. The most current record will be displayed.

After choosing an option on any of the ACE screens, press the <Enter> key to process your selection. On the Add, Abate, and Change screens, press the <Tab> key to advance from field to field to enter data or correct entered data.

1. The **Add**, **Abate**, **Change**, and **Delete** options can only be accessed by personnel authorized to perform one of these transaction types in the ACE system.

The **Abate**, **Change**, and **Delete** options can only be performed by authorized personnel against records originally added by that county.

Unauthorized personnel attempting to perform an **Add**, **Abate**, **Change** or **Delete** will receive the following message at the bottom of the screen and the cursor will return to the **OPTION** field:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

Anyone with a MEDS logon can perform an inquiry on a record.

2. To **Add** a new record, select option 'A' and press <Enter>. The cursor will be placed at the **CHILD SSN** field and the following message will appear at the bottom of the screen:

"PLEASE ENTER CHILD SSN"

- a. If available, enter the child's SSN and press <Enter>. If the child's SSN is not known, <Tab> to the **CHILD NAME** field and enter the child's name and DOB.
- b. The child's SSN will be compared to the ACE database and if an exact match is found, the information from the matching record will be displayed on the 'MATCH FOUND' screen. An illustration of this screen is on page 7.
- c. If no match is found by using the child's SSN, the cursor will be placed at the **CHILD NAME** field and the following message will appear at the bottom of the screen to prompt you to enter the child's name and DOB. The head of household's (HOH) SSN is optional:

"PLEASE ENTER CHILD NAME AND DOB"

- d. If no match is found by using the child's SSN or the child's SSN is not known, then the **child's name and DOB** will be compared to the database. If an exact match is found, the information from the matching record will be displayed on the 'MATCH FOUND' screen displayed on page 7.

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A verification on the age eligibility of the child will be performed. If the child is over 21 years old, the following message will be displayed at the bottom of the screen:

"CHILD IS OVER 21"

The cursor will return to the **OPTION** field at the top of the screen.

- e. If no match is found by using either the child's SSN or child's name and DOB, then **part of the child's name and DOB** will be compared to the database. If any possible matches are found, the records will be displayed on the 'POSSIBLE MATCHES FOUND' screen shown on page 9.
- f. If no match is found by any of the above comparisons, then the following message will be displayed:

"NO MATCHING DATA FOUND - PRESS ENTER TO CONTINUE"

When <Enter> is pressed, the 'ADD RECORD' screen will be displayed so you can add a new record.

- 3. To **Abate, Change, Delete**, or perform an **Inquiry**, select option 'B', 'C', 'D' or 'I' and press <Enter>. The cursor will move to the **CHILD SSN** field.
 - a. Any field on the 'MAIN MENU' screen can be used to locate a child's record except the child's DOB. The child's **DOB** must be used in conjunction with the child's name. The following message will appear at the bottom of the screen to prompt you for more information:

**"PLEASE ENTER CHILD SSN, CHILD NAME,
HOH SSN, CASE NBR, OR OTHER ID"**

- b. If an exact match is found by using the data entered, the appropriate screen will appear according to the option selected.

<u>Option</u>	<u>Screen</u>	<u>Page</u>
B	ABATE RECORD	16
C	CHANGE RECORD	18
D	DELETE RECORD	20
I	INQUIRY	21

- c. If more than one match is found, all the possible matches will be displayed on the 'POSSIBLE MATCHES FOUND' screen displayed on page 9.

- d. If no matches are found, the following message will appear at the bottom of the screen prompting you to press <Enter>:

"NO MATCHING DATA FOUND - PRESS ENTER TO CONTINUE"

When <Enter> is pressed, the cursor will return to the **OPTION** field at the top of the 'MAIN MENU' screen.

4. To **Quit** the ACE system, choose option 'Q' and press <Enter>.

MATCH FOUND

ACEA		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		MATCH FOUND			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAA	A	999-99-999X	MM/DD/YYYY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAA	A	999-99-9999	MM/DD/YY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY		ST	ZIP CODE		
AAAAAAAAAAAAAAAAAAAAA		AA	99999-9999		
CASE NAME	CASE NBR			OTHER ID	
AAAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXX-X-XX			XXXXXXXXXX	
APPL DT	PGM TYPE			ABATE DT	PRI CNTY
MM/DD/YY	AAA			MM/DD/YY	99
AUTH DT	OTHER PROGRAMS			NTE DT	
MM/DD/YY	XXX XXX XXX XXX XXX			MM/DD/YY	
ENTER OPTION: A (M=MAIN MENU, A=ADD, B=ABATE, C=CHANGE, D=DELETE)					

If option 'A' was selected on the 'MAIN MENU' screen and an exact match was found from the data entered, that record will be displayed on the 'MATCH FOUND' screen. You will then have the option to return to the **Main Menu**, **Add** a new record (depending on the status of the found record), or **Abate**, **Change**, or **Delete** the found record.

The 'MATCH FOUND' screen can only be accessed from the 'MAIN MENU' screen add option. All of the information from the matching record will be displayed and all of the displayed information will be protected. No edits will be allowed. The cursor will be positioned at the **OPTION** field at the bottom of the screen.

1. Choose option 'M' and press <Enter> to return to the 'MAIN MENU' screen without taking any action.
2. Choose option 'A' and press <Enter> to **Add** a new EA episode for the child. The system will check the **Not to Exceed Date** on the displayed record to determine if the child is eligible for another period of assistance.
 - a. If the **Not to Exceed Date** has expired (is less than the current date), the system will allow you to add a new record. Only specific information will be carried forth to the 'ADD RECORD' screen (page 13), where you will enter additional information about the child from the EA application.

- b. If the **Not to Exceed Date** has not expired (is equal to or greater than the current date) and the **Abatement Date** is blank, the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"MUST ABATE OR DELETE BEFORE ADDING NEW EPISODE"

- c. If the **Not to Exceed Date** has not expired (is equal to or greater than the current date) but the **Abatement Date** contains a date, specific information will be carried forth to the **'ADD RECORD'** screen and you will be allowed to add a new record. For documentation purposes, do a screen print of the record showing the abatement date before adding the new record. The abated record will be written to the history file and will not be visible to the user once the new record has been added.
- d. If the **Not to Exceed Date** is blank and the record was originally entered by another county, the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

Otherwise, specific information will be carried forth to the **'ADD RECORD'** screen (page 13) and you will be allowed to add a new record.

3. Choose option 'B', 'C', or 'D' and press <Enter> to **Abate**, **Change**, or **Delete** the matching record displayed on the screen.

- a. If you are not authorized for these types of transactions or if the record originated in another county, then the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

- b. If you select option 'B' to **Abate** and the **Not to Exceed Date** is blank, the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"CANNOT ABATE RECORD WITHOUT NTE DATE"

- c. After you choose your option, and if you do not receive one of the above messages, the system will take you to the appropriate screen.

<u>Option</u>	<u>Screen</u>	<u>Page</u>
B	ABATE RECORD	16
C	CHANGE RECORD	18
D	DELETE RECORD	20

POSSIBLE MATCHES FOUND

ACEA	ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)	XXXX	MM/DD/YY
	POSSIBLE MATCHES FOUND		HH:MM:SS
CHILD: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-999X	DOB: MM/DD/YY
		HOH: 999-99-9999	

CHILD: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-999X	DOB: MM/DD/YY
HOH: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-9999	DOB: MM/DD/YY
CASE NAME: AAAAAAAAAAAAAAAAAA	CASE NBR: 99-XX-XXXXXXX-X-XX	OTHERID: XXXXXXXXXX	
CHILD: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-999X	DOB: MM/DD/YY
HOH: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-9999	DOB: MM/DD/YY
CASE NAME: AAAAAAAAAAAAAAAAAA	CASE NBR: 99-XX-XXXXXXX-X-XX	OTHERID: XXXXXXXXXX	
CHILD: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-999X	DOB: MM/DD/YY
HOH: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-9999	DOB: MM/DD/YY
CASE NAME: AAAAAAAAAAAAAAAAAA	CASE NBR: 99-XX-XXXXXXX-X-XX	OTHERID: XXXXXXXXXX	
CHILD: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-999X	DOB: MM/DD/YY
HOH: AAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAA A	SSN: 999-99-9999	DOB: MM/DD/YY
CASE NAME: AAAAAAAAAAAAAAAAAA	CASE NBR: 99-XX-XXXXXXX-X-XX	OTHERID: XXXXXXXXXX	
ENTER OPTION: A (M = MAIN MENU, A = ADD, I = INQUIRY)			

When only possible matches are found from the information entered on the 'MAIN MENU', then all of the possible matches will be listed on the 'POSSIBLE MATCHES FOUND' screen.

The possible matches are listed in alphabetical order by the child's name. All of the information displayed is protected. No edits will be allowed.

1. If more than four possible matches are found, the following message will appear at the bottom of the screen indicating how many pages of records were found:

"PRESS ENTER TO DISPLAY MORE MATCHING RECORDS - PAGE # OF #"

Continue to press <Enter> until the last record of the list of possible matches is displayed, then the following message will appear at the bottom of the screen:

"LAST RECORD - PRESS ENTER TO DISPLAY AGAIN - PAGE # OF #"

Press <Enter> to see the list again or enter an option.

2. If you selected option 'A' for Add on the 'MAIN MENU', then your options on this screen will be either 'M' for Main Menu, 'A' for Add, or 'I' for Inquiry (as shown above). The cursor will be located at the first record next to the HOH's name. Press <Tab> to move the cursor to the desired record. Enter your option on the line next to the record or in the **OPTION** field at the bottom of the screen (except option 'I').

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- a. Option 'M' will return you to the 'MAIN MENU' screen without taking any action.
- b. Enter option 'A' on the line next to the record that you have determined matches the child. You should perform an inquiry to see the entire record before attempting to add a new record.

- (1) If the **Not to Exceed Date** has expired (is less than the current date), the system will allow you to add a new record. Only specific information will be carried forth to the 'ADD RECORD' screen (page 13), where you will enter additional information about the child from the EA application.
- (2) If the **Not to Exceed Date** has not expired (is equal to or greater than the current date) and the **Abatement Date** is blank, the following message will appear at the bottom of the screen and the cursor will remain in place:

"MUST ABATE OR DELETE BEFORE ADDING NEW EPISODE"

- (3) If the **Not to Exceed Date** has not expired (is less than the current date) but, the **Abatement Date** contains a date, specific information will be carried forth to the 'ADD RECORD' screen and you will be allowed to add a new record. For documentation purposes, do an inquiry and print the screen showing the abatement date before adding the new record. The abated record will be written to the history file and will not be visible to the user once the new record has been added.
- (4) If the **Not to Exceed Date** is blank and the record was originally entered by another county, the following message will appear at the bottom of the screen and the cursor will remain in place:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

Otherwise, specific information will be carried forth to the 'ADD RECORD' screen (page 13) and you will be allowed to add a new record.

- c. If you have determined that none of the possible matches match the child, then enter option 'A' at the bottom of the screen. The information you entered on the 'MAIN MENU' screen will be carried forth to the 'ADD RECORD' screen (page 13) and you will be allowed to add a new record.
- d. To perform an inquiry on one of the possible matches <Tab> to the desired record and enter option 'I' on the line next to the HOH's name.
 - (1) All the information for that record will be displayed on the 'INQUIRY' screen. You will then have the option of returning to the 'POSSIBLE

MATCHES FOUND' screen, so you can select another record for inquiry.

- (2) If an 'I' is entered at the bottom of the screen, the cursor will be positioned on the line next to the first record and the following message will appear:

"SELECT RECORD FOR INQUIRY"

Press the <Tab> key to move to the desired record.

ENTER OPTION: M (M=MAIN MENU, B=ABATE, C=CHANGE, D=DELETE, I=INQUIRY)

3. If you chose option 'B' for Abate, 'C' for Change, 'D' for Delete, or 'I' for Inquiry on the 'MAIN MENU' screen, then your options on the 'POSSIBLE MATCHES FOUND' screen will be either 'M', 'B', 'C', 'D', or 'I' (as shown above). Press <Tab> to move the cursor to the desired record. Enter your option on the line next to the record or in the **OPTION** field at the bottom of the screen (except options 'B', 'C' and 'D').

- a. Option 'M' returns you to the 'MAIN MENU' screen without taking any action.
- b. For options 'B', 'C', or 'D':

- (1) If you enter the option at the bottom of the screen, the cursor will be positioned on the line next to the first record and the following message will appear:

"SELECT RECORD FOR #####"

Press the <Tab> key to move to the desired record.

- (2) If you are not authorized for the transaction type that you entered or if the record belongs to another county, then the following message will appear at the bottom of the screen and the cursor will remain in place:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

- (3) If you choose option 'B' and the **Not to Exceed Date** is blank, the following message will appear at the bottom of the screen and the cursor will remain in place:

"CANNOT ABATE RECORD WITHOUT NTE DATE"

- (4) After you choose your option, and if you do not receive one of the above messages, the system will take you to the appropriate screen.

<u>Option</u>	<u>Screen</u>	<u>Page</u>
B	ABATE RECORD	16
C	CHANGE RECORD	18
D	DELETE RECORD	20

- c. To perform an inquiry on one of the possible matches <Tab> to the desired record and enter option 'I' on the line next to the HOH's name.

- (1) All the information for that record will be displayed on the 'INQUIRY' screen. You will then have the option of returning to the 'POSSIBLE MATCHES FOUND' screen, so you can select another record for inquiry.
- (2) If an 'I' is entered at the bottom of the screen, the cursor will be positioned on the line next to the first record and the following message will appear:

"SELECT RECORD FOR INQUIRY"

Press the <Tab> key to move to the desired record.

ADD RECORD

ACEA		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		ADD RECORD			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YYYY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-9999	MM/DD/YYYY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY	ST	ZIP CODE			
AAAAAAAAAAAAAAAAAAAA	AA	99999-9999			
CASE NAME	CASE NBR	OTHER ID			
AAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXX-X-XX	XXXXXXXXXX			
APPL DT	PGM TYPE				
MM/DD/YY	AAA				
AUTH DT	OTHER PROGRAMS	NTE DT			
MM/DD/YY	XXX XXX XXX XXX XXX	MM/DD/YY			
ENTER OPTION: A (M = MAIN MENU, A = ADD)					

The 'ADD RECORD' screen is used to create a new record for a child after the system has searched for any matching records. Information from the previous period of EA will be stored in a history file that will not be accessible to the user at this time.

The cursor will be positioned at the **REM DATE** (removal date) field, in the upper right hand corner of your screen. To return to the 'MAIN MENU' screen without adding a record, <Tab> to the bottom of the screen and enter option 'M'.

1. Entering Information in Data Fields:
 - a. For a complete description of each field see Appendix A, Data Dictionary.
 - b. The Head of Household (HOH) address is broken into seven elements. For a complete description on how to enter an address see Appendix B, How To Enter An Address.
 - c. If a field is completely filled, the cursor will automatically advance to the next field. If the field is not filled, press <Tab> to advance to the next position.
 - d. The format for all the date fields is 'MM/DD/YY'. The child's date of birth (DOB) and HOH's DOB fields also include the century, 'MM/DD/YYYY'.

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- e. If no match was found from the data entered on the 'MAIN MENU' screen, the entered information will be carried forward to the 'ADD RECORD' screen and displayed. This data consists of the following:

Child's Name
Child's Social Security Number (SSN) (if entered)
Child's DOB
HOH's SSN (if entered)

- f. If a match was found, information from the 'MATCH FOUND' or the 'POSSIBLE MATCHES FOUND' screen will be carried forward to the 'ADD RECORD' screen and displayed. This data consists of the following:

Child's Name
Child's SSN
Child's DOB
Case Name

- g. The child's name, SSN, and DOB are protected fields on the 'ADD RECORD' screen and cannot be edited.
- h. If there is an alpha character in the last position of the child's SSN, a Child Welfare Services (CWS) case number is required. Enter the number in the CASE NBR field.
2. After you have completed entering all the information in the fields, choose option 'A' to Add the new record.
- a. If the child's SSN is blank but the HOH's SSN was entered, a MEDS pseudo number will be generated for the child to prevent duplicate records from being entered in the future.
- b. If neither the child's or the HOH's SSN have been entered, the following message will appear at the bottom of the screen:

"IS CHILD AN UNDOCUMENTED ALIEN (Y/N)?"

- (1) Enter 'Y' for YES and a MEDS pseudo number will be generated for the child and displayed on the screen after the record has been added to the database.
- (2) Enter 'N' for NO and the following message will appear at the bottom of the screen:

"CANNOT ADD RECORD WITHOUT EITHER CHILD SSN OR HOH SSN"

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- c. If the **Authorization Date** is entered and it is less than or equal to the previous **Not to Exceed Date**, the following message will appear at the bottom of the screen:

"AUTHORIZATION DATE OVERLAPS PREVIOUS 12 MONTH PERIOD"

If the **Authorization Date** is greater than the previous **Not to Exceed Date**, a new **Not to Exceed Date** will be calculated and displayed after the record has been added.

- d. If all the fields have been entered correctly, the new record will be added to the database and the following message, confirming the add, will appear at the bottom of the screen:

"RECORD ADDED - PRESS ENTER TO RETURN TO MAIN MENU"

For documentation purposes, print the screen showing the MEDS pseudo (if generated) and the Not to Exceed Date (if calculated). To return to the '**MAIN MENU**' screen, press <Enter>.

ABATE RECORD

ACEE		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		ABATE RECORD			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YYYY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY		ST	ZIP CODE		
AAAAAAAAAAAAAAAAAAAA		AA	99999-9999		
CASE NAME	CASE NBR		OTHER ID		
AAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXXX-X-XX		XXXXXXXXXX		
APPL DT	PGM TYPE		ABATE DT		
MM/DD/YY	AAA		MM/DD/YY		
AUTH DT	OTHER PROGRAMS		NTE DT	LAST CHG	
MM/DD/YY	XXX XXX XXX XXX XXX		MM/DD/YY	MM/DD/YY	
ENTER OPTION: B (M = MAIN MENU, B = ABATE)					

If an exact match was found from the data provided on the 'MAIN MENU' screen or a record was selected on the 'POSSIBLE MATCHES FOUND' screen, the information will be displayed on the 'ABATE RECORD' screen and you will have the option to return to the Main Menu or Abate the record.

An abatement occurs when a child is currently receiving EA and the episode is terminated early in order to start a new 12 month eligibility period. To abate the first episode, the existing record is updated with an abatement date. The abatement date must be equal to or greater than the Authorization Date, but it must be less than the Not to Exceed Date.

1. All of the information found in the match will be displayed and all of the displayed information will be protected. No edits will be allowed, except for the abatement date. The cursor will be positioned at the ABATE DT field.
2. If the Not to Exceed Date is blank, the record cannot be abated since the pending application has not been authorized yet. The following message will appear at the bottom of the screen:

"CANNOT ABATE RECORD WITHOUT NTE DATE"

Press <Enter> to return to the 'MAIN MENU' screen.

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3. If you are not authorized for this type of transaction or if the record originated in another county, then the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

4. Choose option 'M' to return to the 'MAIN MENU' screen without updating the record.
5. To Abate the record:
 - a. Enter the month, day and year (MM/DD/YY) of the abatement action. The date must be equal to or greater than the Authorization Date, but less than the Not to Exceed Date.
 - b. After entering the correct date, enter option 'B' to update the record.
 - c. If the transaction was successful, the following message will appear at the bottom of the screen and the cursor will return to the **OPTION** field:

"RECORD ABATED - PRESS ENTER TO RETURN TO MAIN MENU"

For documentation purposes, do a screen print of the record showing the abatement date and the message that the record was abated. When a new record is added, the abated record will be written to the history file and will not be visible to the user. Press <Enter> to return to the 'MAIN MENU' screen.

CHANGE RECORD

ACEC		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		CHANGE RECORD			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YYYY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY		ST	ZIP CODE		
AAAAAAAAAAAAAAAAAAAA		AA	99999-9999		
CASE NAME	CASE NBR		OTHER ID		
AAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXX-X-XX		XXXXXXXXXX		
APPL DT	PGM TYPE		ABATE DT	PRI CNTY	
MM/DD/YY	AAA		MM/DD/YY	99	
AUTH DT	OTHER PROGRAMS		NTE DT	LAST CHG	
MM/DD/YY	XXX XXX XXX XXX XXX		MM/DD/YY	MM/DD/YY	
ENTER OPTION: C (M = MAIN MENU, C = CHANGE)					

If an exact match was found from the data provided on the 'MAIN MENU' screen or a record was selected on the 'POSSIBLE MATCHES FOUND' screen, the information will be displayed on the 'CHANGE RECORD' screen and you will have the option to return to the Main Menu or Change the record.

1. All of the information found in the matching record will be displayed, but edits will not be allowed on the following fields:

<u>FIELD</u>	<u>INFORMATION</u>
ABATE DT	Abatement Date
PRI CNTY	County ID
AUTH DT	Authorization Date (can enter date if blank)
NTE DT	Not to Exceed Date
LAST CHG	Date Record Last Changed

2. The cursor will be positioned at the **CHILD NAME** field, unless the **Authorization Date** is blank. If the **Authorization Date** is blank, the cursor will be positioned at the **AUTH DT** field and you will be allowed to enter a date.
3. Choose option 'M' to return to the 'MAIN MENU' screen without changing the record.

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4. Enter the changes in the data fields:

- a. If a new Social Security Number (SSN) is entered for the child, a check will be performed to identify if the new SSN already exists on the ACE system.

If the new SSN does exist on the system, the following message will appear at the bottom of the screen and the new SSN will be rejected:

"NEW CHILD SSN ALREADY EXISTS ON DATABASE"

- b. If the **Authorization Date** entered is less than or equal to the previous **Not to Exceed Date**, the following message will appear:

"AUTHORIZATION DATE OVERLAPS PREVIOUS 12 MONTH PERIOD"

If the **Authorization Date** entered is after the previous **Not to Exceed date**, then a new **Not to Exceed Date** will be calculated and displayed after the change to the record has been completed.

- c. After all of the changes have been completed, choose 'C' at the **OPTION** prompt. If the changes are successful, the following message will appear at the bottom of the screen:

"RECORD CHANGED - PRESS ENTER TO RETURN TO MAIN MENU"

Press <Enter> to return to the 'MAIN MENU' screen.

DELETE RECORD

ACED		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		DELETE RECORD			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YYYY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY	ST	ZIP CODE			
AAAAAAAAAAAAAAAAAAAA	AA	99999-9999			
CASE NAME	CASE NBR	OTHER ID			
AAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXXX-X-XX	XXXXXXXXXX			
APPL DT	PGM TYPE	ABATE DT	PRI	CNTY	
MM/DD/YY	AAA	MM/DD/YY	99		
AUTH DT	OTHER PROGRAMS	NTE DT	LAST	CHG	
MM/DD/YY	XXX XXX XXX XXX XXX	MM/DD/YY	MM/DD/YY		
ENTER OPTION: D (M = MAIN MENU, D = DELETE)					

If an exact match was found from the data provided on the 'MAIN MENU' screen or a record was selected on the 'POSSIBLE MATCHES FOUND' screen, the information will be displayed on the 'DELETE RECORD' screen and you will have the option to return to the Main Menu or Delete the record. The delete option can be used to delete records with erroneous information, pending applications that will not be authorized, or records that were added in error. Deleted records will no longer be accessible to the user. Records with erroneous information can also be corrected on the 'CHANGE RECORD' screen.

1. All of the information found in the matching record will be displayed and all of the displayed information will be protected. No edits will be allowed. The cursor will be positioned at the **OPTION** field.
2. Choose option 'M' to return to the 'MAIN MENU' screen without deleting the record.
3. Choose option 'D' and press <Enter> to actually delete the displayed record. If you enter option 'D', you will not be able to undelete the record afterwards. When the deletion has been completed, the following message will appear at the bottom of the screen:

"RECORD DELETED - PRESS ENTER TO RETURN TO MAIN MENU"

Press <Enter> to go to the Main Menu.

- b. If you choose option 'B' and the Not to Exceed Date is blank, the following message will appear at the bottom of the screen:

"CANNOT ABATE RECORD WITHOUT NTE DATE"

- c. After you choose your option, and if you do not receive one of the above messages, the system will take you to the appropriate screen.

<u>Option</u>	<u>Screen</u>	<u>Page</u>
B	ABATE RECORD	16
C	CHANGE RECORD	18
D	DELETE RECORD	20

INQUIRY SCREEN

ACEI		ASSISTANCE TO CHILDREN IN EMERGENCY (ACE)		XXXX	MM/DD/YY
		INQUIRY			HH:MM:SS
CHILD LAST NAME	FIRST	MI	CHILD SSN	CHILD DOB	REM DATE
AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YY	MM/DD/YY
HOH LAST NAME	FIRST	MI	HOH SSN	HOH DOB	
AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA	A	999-99-999X	MM/DD/YY	
HOH ADDRESS					
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXXX	XXXX	XX	XXXX XXXXXXXX
CITY		ST	ZIP CODE		
AAAAAAAAAAAAAAAAAAAAA		AA	99999-9999		
CASE NAME	CASE NBR		OTHER ID		
AAAAAAAAAAAAAAAAAAAAA	99-XX-XXXXXXX-X-XX		XXXXXXXXXX		
APPL DT	PGM TYPE		ABATE DT		PRI CNTY
MM/DD/YY	AAA		MM/DD/YY		99
AUTH DT	OTHER PROGRAMS		NTE DT		LAST CHG
MM/DD/YY	XXX XXX XXX XXX XXX		MM/DD/YY		MM/DD/YY
ENTER OPTION: M (M = MAIN MENU, B = ABATE, C = CHANGE, D = DELETE)					

The record located from the information entered on the 'MAIN MENU' or selected on the 'POSSIBLE MATCHES FOUND' screen will be displayed. All of the fields will be protected and no edits will be allowed. You will have the option to return to the previous screen, go to the Main Menu, or to Abate, Change, or Delete the displayed record.

1. The following message will appear at the bottom of the screen:

"PRESS ENTER TO RETURN TO PREVIOUS SCREEN"

Pressing <Enter> will return you to the previous screen, either 'MAIN MENU' or 'POSSIBLE MATCHES FOUND'.

2. Choose option 'M' to return to the 'MAIN MENU' screen.
3. Choose option 'B' for Abate, 'C' for Change, or 'D' for Delete:
 - a. If you are not authorized for the transaction type selected or if the record belongs to another county, then the following message will appear at the bottom of the screen:

"ATTEMPT TO USE UNAUTHORIZED TRANSACTION"

Appendix A
Data Dictionary

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SCREEN LABEL	DESCRIPTION	REQ OPT AUTO	SZ	DATA TYPE	VALUES/EDITS
ABATE DT	Abatement date, when previous EA eligibility period was terminated in order to add a new period	O	8	N	Enter month, day, and year, must be after the authorization date but not before the not to exceed date
APPL DT	Application date, when child applied for emergency assistance	R	8	N	Enter month, day, and year, must be same as or after the removal date
AUTH DT	Authorization date, when child was authorized to receive emergency assistance	O	8	N	Enter month, day, and year, must be no more than 30 days after the application date
CASE NAME	Child's mother's name	O	18	A	
CASE NBR	Child's case number: Pos 1-2 County ID Pos 3-4 Aid code Pos 5-11 Serial number Pos 12 FBU Pos 13-14 Person number	O	14	A/N	Required if MEDS pseudo entered for child's social security number
CHILD DOB	Child's date of birth	R	8	N	Enter month, day, and year, future date not allowed, child must be 21 or under
CHILD LAST NAME	Child's last name	R	20	A	
FIRST MI	Child's first name	R	15	A	
	Child's middle initial	O	1	A	
CHILD SSN	Child's social security number	O	9	A/N	Numerics in positions 1 to 8, A/N in position 9, MEDS pseudo will be generated automatically if no SSN is entered
HOH ADDRESS CITY ST ZIP CODE	Head of household's address: Pos 1-10 Street number Pos 11-12 Predirection Pos 13-32 Street name Pos 33-36 Street type Pos 37-38 Postdirection Pos 39-42 Unit type Pos 43-50 Unit number	R	50	A/N	Enter address in Geographical Information System (GIS) format, not all fields will have a value
	Head of household's city	R	20	A	
	Head of household's state	R	2	A	State abbreviation, must be 'CA' if zip code begins with '9'
	Head of household's zip code	R	9	N	Positions 1 to 5 are required, positions 6 to 9 are optional

ASSISTANCE TO CHILDREN IN EMERGENCY (ACE) DATA DICTIONARY

SCREEN LABEL	DESCRIPTION	REQ OPT AUTO	SZ	DATA TYPE	VALUES/EDITS
HOH DOB	Head of household's date of birth	O	8	N	Enter month, day, and year
HOH LAST NAME FIRST MI	Head of household's last name	R	20	A	
	Head of household's first name	R	15	A	
	Head of household's middle initial	O	1	A	
HOH SSN	Head of household's social security number	O	9	N	Required if child's SSN not entered and child is not an undocumented alien
LAST CHG	Last change date, when record was last changed	A	8	N	System enters date when change occurs
NTE DT	Not to exceed date, when current EA eligibility period will expire	A	8	N	System calculates by adding 12 months to the authorization date
OTHER ID	Child's other identifying number	O	10	A/N	
OTHER PROGRAMS	Other program types child is under	O	3	A/N	Enter up to 5 other programs
PGM TYPE	Program type child is under (Probation, Child Welfare Services, or Mental Health Services)	R	3	A	Enter 'PRO', 'CWS' or 'MHS'
PRI CNTY	Prior county, county that originally added record	A	2	N	System enters county ID (01 to 58)
REM DT	Removal date, when child was removed from home	R	8	N	Enter month, day, and year, future date not allowed

NOTE: Automatic (AUTO) elements are provided by the program, not input by the user.

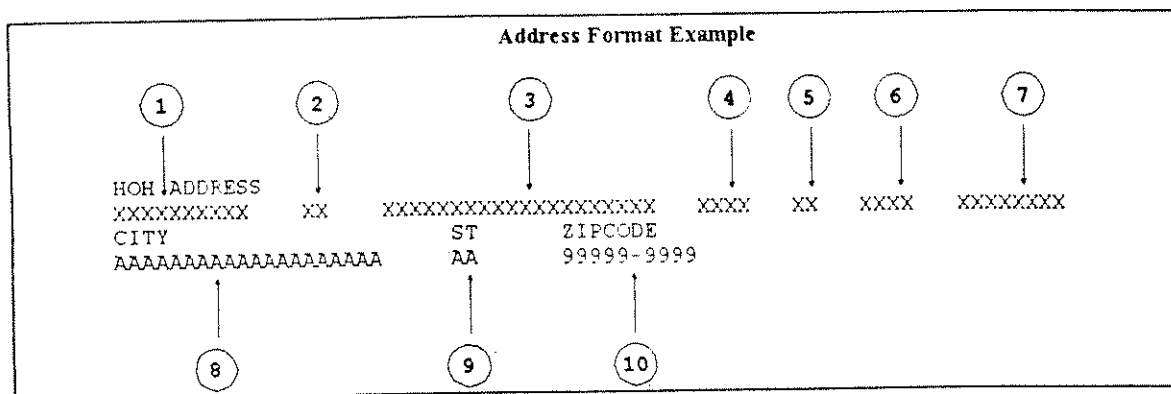
Appendix B

How To Enter An Address

HOW TO ENTER AN ADDRESS ON THE ADD AND CHANGE SCREENS

Purpose

It is important to correctly enter the Head of Household's (HOH) home/mailling address in the proper fields on the ADD RECORD and CHANGE RECORD screens. The address is displayed in the Geographical Information System (GIS) format.



Data Elements

Listed below are the data elements, the maximum data length, and the definition of each data element required for the HOH address.

Field	Data Element	Max Length	Definition
1	Street Number	10	HOH residence or mailing address number.
2	Direction (Pre)	2	Predirection of street (W Fifth Street). Enter abbreviations: North (N), East (E), South (S), West (W), Northeast (NE), Southeast (SE), Northwest (NW), Southwest (SW).
3	Street Name	20	Required Field. Name of street, PO Box, or rural route where HOH resides or receives mail. NOTE: Also see Unusual Entries Table.
4	Street Type	4	Type of street (AVE, DR, BLVD, etc.). See attached list of abbreviations.
5	Direction (Post)	2	Post direction of street (Main Avenue N). NOTE: See Direction (Pre) for acceptable entries.

6	Unit	4	Type of residence. Enter abbreviations: Apartment (APT), Building (BLDG), Department (DEPT), Floor (FL), Room (RM), Hanger (HNGR), Suite (STE), Trailer (TRLR), Lower (LOWR), Office (OFC), Basement (BSMT).
7	Unit Number	8	Number of unit where HOH resides. May be numeric or alphabetic (# 64, C, etc.).
8	City	20	Name of city. NOTE: Do not use hyphens in city name (leave a blank space instead).
9	State	2	Abbreviation of state.
10	Zipcode	9	9-digit number used by postal service for mail delivery. NOTE: Only the first 5 digits are required.

Unusual Entries

The following types of addresses require special consideration.

Entry	Example	How to Enter
Fraction	123 1/2 Main St.	Type 123 1/2 in Street Number .
Hyphen	289-01 Main St.	Type 289-01 in Street Number . NOTE: Hyphens may be used in Street Number , but not in Street or City Name .
Pound Sign (#)	425 Main St. #72	Type # 72 in Unit Number . Leave a space between the pound sign and the secondary number.
PO Box	PO Box 222	Type PO Box 222 in Street Name . NOTE: Leave spaces between words.
Rural Route (RR)	RR 2 Box 18	Type RR 2 Box 18 in Street Name . NOTE: Leave spaces between words.
General Delivery		Type General Delivery in Street Name . NOTE: Leave spaces between words.
Highway	HC 68 Box 152	Type HC 68 Box 152 in Street Name . NOTE: Leave spaces between words.

Abbreviations for Street Types

Alley	Aly	Haven	Hvn	Summit	Smt
Annex	Anx	Heights	Hts	Terrace	Ter
Arcade	Arc	Highway	Hwy	Trace	Trce
Avenue	Ave	Hills	Hls	Track	Trak
Bayou	Byu	Hollow	Holw	Trail	Trl
Beach	Bch	Inlet	Inlt	Trailer	Trlr
Bluff	Blf	Island	Is	Tunnel	Tunl
Bottom	Btm	Islands	Iss	Turnpike	Tpke
Boulevard	Blvd	Junction	Jct	Union	Un
Branch	Br	Knolls	Knls	Valley	Vly
Bridge	Brg	Lakes	Lks	Viaduct	Via
Brook	Brk	Landing	Lndg	Village	Vlg
Bypass	Byp	Light	Lgt	Ville	VI
Canyon	Cyn	Locks	Lcks	Vista	Vis
Causeway	Cswy	Lodge	Ldg	Wells	Wls
Center	Ctr	Manor	Mnr		
Circle	Cir	Meadows	Mdws		
Cliffs	Clfs	Mills	Mls		
Corner	Cor	Mission	Msn		
Corners	Cors	Mount	Mtn		
Course	Crse	Orchard	Orch		
Court	Ct	Parkway	Pky		
Courts	Cts	Pines	Pnes		
Creek	Crk	Place	Pl		
Crescent	Cres	Plain	Pln		
Crossing	Xing	Plains	Plns		
Divide	Dv	Plaza	Plz		
Drive	Dr	Point	Pt		
Estates	Est	Prairie	Pr		
Expressway	Expy	Radial	Radl		
Extension	Ext	Ranch	Rnch		
Falls	Fls	Rapids	Rpds		
Ferry	Fry	Ridge	Rdg		
Field	Fld	River	Riv		
Fields	Flds	Shoal	Shl		
Flats	Flt	Shoals	Shls		
Forest	Frst	Shore	Shr		
Forge	Frg	Shores	Shrs		
Forks	Frks	Spring	Sprg		
Freeway	Fwy	Springs	Sprgs		
Gardens	Gdns	Square	Sq		
Gateway	Gtwy	Stations	Sta		
Green	Gm	Stravenue	Stra		
Grove	Grv	Stream	Strm		
Harbor	Hbr	Street	St		